

Joint Administration Committee/Labor Relations & Employee Services Committee
March 13, 2017
Minutes

Committee members present: Chairman David Hintz, Billy Fried, Robb Jensen, Bob Mott, and Ted Cushing.

Others present: Tracy Hartman (County Clerk), Darcy Smith (Finance), Tara Ostermann (Deputy Treasurer), Alan Van Raalte, Bill Freudenberg, Jack Flint (ITS), Mary Rideout (Social Services).

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room Two of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Cushing/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All ayes. Motion carried.

Approve minutes: Motion by Jensen/Fried to approve the minutes of 2/10/2017 as presented. All ayes. Motion carried.

Out-of-state/county travel requests: Ted Cushing would like to go to the WCA District Meeting in Kasheena on Wednesday. Motion by Jensen/Fried to approve any of the Administrative Committee members to attend the WCA District Meetings. All ayes. motion carried.

Tracy Hartman would like to attend an insurance meeting on March 28 in Stevens Point. Motion by Fried/Jensen to approve the County Clerks attendance at the Wisconsin County Mutual insurance meeting on March 28. All ayes. Motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

ITS:

- Motion by Mott/Cushing to approve the ITS vouchers as presented. All aye. Motion carried.
- Motion by Hintz/Fried to approve the line item transfer from ITS as presented. All aye. Motion carried.
- **ITS Planning update:** Flint reported that progress is being made in ITS with projects being completed. Hintz questioned how much down time we have had on the computers. Flint reported that there is one system that has been crashing and due to that they have switched some of the county employees to a new server ahead of the scheduled time. Hintz would encourage ITS to find a way to measure down time so that it can be reported if it is getting better or worse. Mott asked if there was any warranty on the system. Flint reported that it is no longer under warranty. Mott thanked Flint for his forward thinking on coming up with a plan that looks at the next 10 years. Jensen questioned the Oneida County Website and what needs to happen to make it more user friendly. Flint reported that the internal web server will be upgraded this year and they will be looking at the website in the future.

Oneida County Humane Society services agreement and dog licensing fee: Hintz explained that this is back on the agenda after some research has been completed. Sue Otis, Humane Society, stated that the goal is to have an agreement with the County so that every year they aren't having to revisit this issue during budget time. Desmond stated that he has a question regarding the fees and

how that would affect the towns. Currently, excess money goes back to the towns and if the service agreement is signed the excess money would go to the Humane Society. Cushing stated that some towns use that excess money to help pay for the person that picks up the stray animals. Sue Otis, Humane Society, reported that their goal is to have a streamlined process so that all animals are handled the same way and therefore owners have one place that they would call to attempt to locate their lost pet. Jensen questioned if the Humane Society was attempting to become the Humane Officer and the holding facility for the County. Bria Swartout, Humane Society Director, stated that they are not wanting to become the Humane Officer but would be the holding facility for the county. Sue Otis stated that the amount they came up with is based on the cost of running the facility and that amount doesn't change based on the amount of animals that are picked up and claimed. Jensen stated that the County needs to be cognizant of providing a service for all of the towns in the County when the City of Rhinelander already pays for this services. Mott stated that he believes that the individual towns would need to be contacted to determine if this is something that they are in favor of. Discussion regarding the funding and how this would be handled or could be handled in the future. Karla, Humane Society, suggested that the County could look at raising dog licensing fees. Desmond stated that they are looking at that process to determine how that needs to happen. Hintz stated that the Humane Society is doing a great job, the committee just needs to look at how this will happen and communicate with each town to get feedback regarding how they would feel about it. Hintz stated that he would like help drafting a letter to each of the towns from the Humane Society. Discussion regarding what currently happens with the fees from the dog licenses. Smith and Desmond are speaking with other counties to see how they handle animal control. Bria Swartout asked if the Humane Society could be made a dog licensing facility, Desmond will research that.

Vouchers, reports, purchase orders, line item transfers and updates continued from above:
County Clerk:

- Motion by Cushing/Mott to approve County Clerk vouchers as presented. All ayes. Motion carried.
- Motion by Hintz/Cushing to approve line item transfers as presented. All ayes. Motion carried.

Treasurer:

- Statement(s) of cash: Tara Ostermann explained that the large receipts that are seen in January and February are due to tax collection in January and February and the large amount of money going out would be due to transferring that money to other accounts.
- Jensen/Hintz to approve line item transfers as presented. All ayes. Motion carried.
- Jensen/Fried to approve the treasurers bills as presented. All ayes. Motion carried.

Request for Human Service Center for cost reimbursement:

Alan Van Raalte stated that this came through the social services committee. Tamara Feest reported that they worked with a youth that was under a chapter 51 order who was also under a chapter 938 JIPS order. This particular youth remained at the Winnebago Health Institute due to a variety of circumstances for a number of months. This cost was covered by the Human Service Center, however, due to the fact that he was also under a JIPS order they are asking that the County help cover the cost of the placement. The total bill was for \$243,000, a portion of that was reimbursed and they are asking the County to pay for half of \$87,000. Mary Rideout stated that there is no question that this situation occurred and the bill needs to be paid, however, she has asked that there be some changes to policy so that if this situation occurs again the situation would be handled in the same way by Forest and Vilas County. Feest agreed that an MOU needs to be in place when these situations occur. Feest stated that they are asking for the County to reimburse the Human Service Center for

half of \$87,642.41. Motion by Cushing/Jensen to pay half of \$87,642.41 towards Human Service Center out of the 2016 Social Services budget. All ayes. Motion carried.

Resolution: Dark Store Theory potentially affecting assessments.

Desmond explained what the Dark Store Theory is and the impact this can have on property taxes. Mott clarified that these stores want the assessment of their active business to be the same as a business that has no active business. Discussion clarifying the assessment process. Motion by Cushing/Jensen to approve the resolution and forward it onto the full County Board. All ayes. Motion carried.

Vouchers, reports, purchase orders, line item transfers and updates continued from above:

Finance:

- Jensen/Cushing to approve finance vouchers as presented. All aye. Motion carried.
- Smith explained that she needs to transfer \$1,870.00 from the contingency fund in 2016. Motion Hintz/Cushing to approve the line item transfers as presented by the finance department. All aye. Motion carried.
- Smith explained that the Medical Examiner has \$25,127.00 that he would like transferred from his 2016 excess budget into a "vehicle replacement fund" to be carried forward for future use. Discussion regarding budgets and how this will be handled for all departments that have an excess at the end of the year and the amount that should be allowed to be carried forward. Discussion regarding the process of how this money would then be approved to be spent. Motion by Cushing/Hintz to authorize \$10,000 to be put into a "vehicle replacement fund" from the 2016 budget with the remainder of the \$25,127.00 to be returned to the general fund. Cushing Aye, Jensen Aye, Mott Aye, Fried Nay, Hintz Aye. Motion carried.
- Motion by Mott/Cushing to approve the line item transfer from the contingency fund for the Sheriff's Office for \$641. All ayes. Motion carried.
- Motion by Cushing/Mott to approve the line time transfer from the contingency fund for Land Conservation for \$848. All ayes. Motion carried.
- Motion by Cushing/Mott to remove \$86,708 from the expense/revenue budget of the Department on Aging due to the transit drivers being moved to the Transit Commission. All ayes. Motion carried.
- Smith explained that there was an expense in 2016 for the Forestry Department that was due to a grant received in 2015. The money should have been carried forward from 2015, however, it was not carried forward. The money is now going to need to be taken from the general fund and she will bring it back as a resolution. Smith also explained that Board of Adjustment is also over budget by about \$20,000 and that will need to be brought before the County Board as a resolution.
- Resolution for Line Item Transfers: Smith presented a resolution for line item transfers. Motion Jensen/Cushing to approve the resolution for line item transfers and forward onto the full county board for consideration as a consent agenda item. All ayes. Motion carried.
- Smith distributed the General Investments Report to the committee.
- Smith distributed an updated 2016/2017 Contingency Budget. Discussion regarding the contingency budget.

Meeting Attendance Policy/Procedures for County Board Members:

Hintz explained that this would apply to supervisors attending other committee meetings and making sure that a quorum of another committee isn't being met. Hintz explained that other counties have a 48-hour rule that supervisors need to notify a certain individual if they are planning to attend another

meeting. Discussion regarding when this would be required and the process that would be used. Hintz would like procedures drafted and brought back before this committee next month.

Meeting Agenda Policy/Procedures

Hintz explained that there are a number of different departments that prepare agendas and there needs to be some guidance as to how agendas are written.

Public comment/communications.

None

Dates and items for future agenda/meetings. April 6 at 9:30 a.m. Jensen would like a quarterly update in regards to the Capital Improvement Projects.

Adjournment. Motion by Mott/Hintz to adjourn at 12:20 p.m.

Respectfully submitted,

Tracy Hartman, County Clerk

Dave Hintz, Chairman